

GUIDELINES FOR INSPECTORS OF ELECTION

_____, 20__

As an Inspector of Election for the Association, you are charged with the following:

1. Determine the number of memberships entitled to vote and the voting power of each;
2. Determine the authenticity, validity and effect of proxies, if any;
3. Allow members to review their individual information on the voter list and candidate list and make any reported changes within two business days.
4. Determine the location to which all ballots are to be returned and receive the ballots and/or designate the location for ballots to be received;
5. At least thirty (30) days prior to the deadline for voting, the Inspector(s) of Elections or Association shall mail or otherwise deliver ballots to the Members. Within this same timeframe, a copy of the Election Operating Rules shall be provided to the Members, pursuant to the procedure in the Election Operating Rules and California law.
6. For mailed ballots, the Inspector(s) of Elections or their designee may verify the member's information and signature on the outer envelope prior to the election;
7. Hear and determine all challenges and questions to the balloting or election;
8. Count and tabulate all ballots and/or appoint additional independent third parties to assist in verifying member signatures and counting and/or tabulating votes;
9. Determine when the polls are to close consistent with the governing documents;
10. Determine the tabulated results of the election or balloting;
11. Report the result of the election or balloting to the Board of Directors within 10 days of the date that the polls closed to ensure that the Board can publicize the results to the homeowners within 15 days of the election;
12. Retain ballots, signed voter envelopes, voter list, candidate registration list, parcel numbers, voters to whom ballots were to be sent, and proxies or designate a location for the items to be held until the period allowed for challenging the election has expired pursuant to *Corporations Code* Section 7527, and any successor statutes;
13. Make the ballots available for inspection and review by an association member or his or her authorized representative upon request by a member;
14. Perform such other acts as may be necessary to conduct the election or balloting in fairness to all members and in accordance with all rules of the Association;
15. If there are three Inspectors of Election, after the matter is discussed by all three Inspectors, the decision of a majority of the Inspectors shall be the formal decision of the Inspectors of Election.
16. Read, understand, apply and enforce the Association's current Election Operating Rules and ask the Association's legal counsel in the event any legal issues arise.